

Writing Center Policies

The Writing Center can assist students with many phases of the writing process. Typical topics include:

- Brainstorming/pre-writing strategies
- Outlining and organization techniques
- Assignment focus
- Essay components
- APA, MLA, or Chicago style formatting
- Citations and references
- Understanding instructor feedback
- The revision process
- Understanding and avoiding plagiarism
- Grammar, spelling, and mechanics

Appointment Structure: Writing Center appointments are scheduled for one hour. The maximum number of pages that can be reviewed in one appointment is typically 10, though this largely depends on the quality of the writing and the areas the student wishes to review. For papers longer than 10 pages, students should make two or more appointments. Students are limited to two hours per week of writing center appointments.

Appointment Format: All appointments must be scheduled at least one day in advance using the [PACE Online](#) scheduling system. Students can ask their Writing Center mentor to turn an appointment into a standing weekly appointment at any time. Students must cancel appointments as soon as possible. Cancelling less than one hour before the appointment will result in a “missed” appointment. Two or more missed appointments may result in suspension of Writing Center services. There are three types of Writing Center appointments:

Traditional in-person appointments can be scheduled during regular Writing Center hours (9am-6pm M-F and some weekends). These are traditional, in-person appointments at the PACE Center.

Emailed paper reviews are asynchronous appointments. Students choosing this option will need to upload the paper to the appointment window. It will be returned with feedback by the end of the appointment time. The student will receive an email notification when feedback has been uploaded. Students can log back into the appointment to retrieve the uploaded paper with feedback.

Online interactive appointments occur online using the student’s computer. These appointments are synchronous, and feature a chat window, camera/microphone options, and an interactive screen where the writing center staff member and student can work together on a piece of writing.

Academic Integrity: The PACE Center is dedicated to encouraging students to be active participants in their own learning. For this reason, along with our commitment to [academic integrity](#), **the Writing Center is not a proofreading service.** Our staff members are trained to help students by pointing out and explaining the first few instances of a mistake. After that, they will encourage the student to find and correct the mistake throughout the rest of the paper.

Writing Assistance for Graduate Students: Graduate students have access to the same Writing Center services as any other student at Chatham. Students can make online or in-person appointments with the PACE Writing Center via the online scheduling system, [PACE Online](#). While Writing Center staff help students work on their writing skills, they do not proofread or provide copy editing services. Instead, students can work with Writing Center staff to improve their grammar, sentence structure, tone, argument, etc. Students are limited to two hours of Writing Center appointments per week. Doctoral students should hire external editors and proofreaders as appropriate.